

WASHINGTON MILITARY DEPARTMENT

"Citizens Serving Citizens With Pride & Tradition"

State Civilian Job Opportunity
Fiscal Analyst 5
Accounts Payable Supervisor

\$3,841 - \$5,035 per month (Range 56), depending on qualifications

OPENS: May 5, 2008
CLOSES: May 19, 2008
LOCATION: Camp Murray (near Ft. Lewis)
WORKING TIME: Full Time
RECRUITMENT # 1-05052008-FiscalAnalyst5-002

The Washington Military Department's State Finance Division has one opening for a Fiscal Analyst 5 position at Camp Murray (near Ft. Lewis).

AGENCY OVERVIEW

The Washington Military Department has four major operational divisions: Army National Guard, Air National Guard, Emergency Management and the newly created Washington Youth Academy. These divisions utilize state and federal resources to perform homeland defense, homeland security, emergency mitigation, preparedness, response and recovery activities, and education services for at-risk youth. The Military Department state budget consists of 317 FTE's and a total biennial operating and capital budget of \$276 Million. The Department has a strong culture of service. Our mission is to protect the citizens of Washington, their property and the environment on a twenty-four hour a day basis and to provide trained military units in support of civil authorities for domestic emergencies and in support of federal combatant commanders for national defense and homeland security missions.

POSITION OBJECTIVE

Reporting to the Accounting Manager, this position is the Accounts Payable Supervisor and agency expert in accounts payable, travel, and IRS compliance. Responsibilities include but are not limited to the following:

- Plan, organize and perform multiple tasks on deadline to ensure that federal and state fiscal requirements are met by staff and self both accurately, appropriately and timely as required by statute, regulations, and policy and procedures.
- Maximize, approve and verify the coding for the federal and state funding sources. Analyze and reconcile financial records to program and/or project manager's records.

- This position requires the incumbent to possess good analytical and problem solving skills, a solid understanding of computer operations in Word, Access and Excel. Analytical skills regarding complex financial and statistical data to determine their significance to the agency in regards to achieving the most efficient and effective use of allocated resources and minimizing risk.
- Allocate expenditure payments by function and purpose, and process by source and type.
- Signature authority for all Accounts Payable expenditure payments, JV payments and JV corrective batches. Also accounts payable employee personnel and payroll reporting documents such as time sheets, leave slips, training requests, performance evaluations, etc.
- Assess performance of units within the agency in reference to payment processes, provide feedback recommendations, and provide training programs to enhance skills including preparation of lesson plans, updating material and presentation, handouts, and training guides pertaining to the OFM SAAM manual.
- Develop department policies and procedures that enhance the agency mission and accounts payable functions and operations.
- Agency representative as assigned by the Accounting Manager with OFM, GA, and other state agencies making recommendations for changes in fiscal processing systems and functions. Working together to form a better state Enterprise system.

REQUIRED QUALIFICATIONS

Five years of professional accounting, budgeting, and / or auditing experience.

College level education in accounting or related field can substitute for experience on a one year of experience is equivalent to two years of education; **OR**

One year as a Fiscal Analyst 4.

DESIRED QUALIFICATIONS

Education:

A Bachelor's degree, which includes at least 30 quarter or 20 semester hours in accounting, auditing, or budgeting.

Experience:

Working with State of Washington accounting systems (AFRS, Enterprise Reporting, ADDs, etc). Experience in all facets of Washington state agency accounts payable office including payable, receivable, revenue, chart of accounts, grants etc.

Knowledge of:

State of Washington's accounting policies and regulations; principles and procedures of governmental accounting; internal auditing principles, procedures and practices; financial records, reports and office practices; recognized methods used in effective internal controls.

Abilities \ Competencies:

- Prepare year end fiscal disclosure reports, financial and statistical reports; write narrative statements as required.
- Prepare, reconcile, and analyze worksheets, reports and data using Access databases using ADDs. Reconcile and research General Ledger accounts as needed.
- Accurately chooses from and utilizes a variety of mathematical and/or statistical techniques to formulate conclusions or solve problems and make recommendations.
- Create and manipulate large or complex Microsoft Excel spreadsheets, use complex mathematical formulas to calculate data, and link worksheets.
- Create and manipulate data and queries within Microsoft Access database.
- Use word processing software, such as Microsoft Word or WordPerfect, to create, format, edit, preview, print, and save documents. Use standard functions to select, edit, copy, paste, format, and spell check text. Create bulleted and numbered lists, indent and align paragraphs, and use bordering and shading features.
- Analyze complex financial and statistical data and determine their significance to the agency; use data in a clear thought process to assess and understand issues, evaluate agency options, form accurate conclusions and make final decisions. Recognize and solve accounting and business problems; supervise accounting staff; analyze, monitor, and evaluate fiscal daily activities; project and report on expenditure and purchasing trends; prepare and present comprehensive reports, recommendations and training.
- Consistently and accurately documents information or updates records to reflect the most current information and forms a complete account of changes, decisions, tracking and activity performed.
- Responsible for the public's money when processing financial transactions. Consistently follows applicable fiscal guidelines, regulations, principles and standards. Requires staff to do the same.
- Interpret and apply complex state and federal rules and regulations as they relate to accounts receivable desks.
- Advise executive management on needs of a unit, division or fiscal matters.
- Assists staff when necessary.
- Ability to provide excellent customer service to vendors, project staff, local jurisdictions, and other state agencies as needed.

CONDITIONS OF EMPLOYMENT

- Willingness to work in or around Military facilities and programs.
- Must comply with Department policy/procedure governing workplace conduct.

APPLICATION PROCESS

Individuals interested in applying for this position should submit the following to Applicant1@mil.wa.gov.

NOTE: *Please indicate the position you are applying for on the subject line of the email.*

1. A current [Washington State Application form](#).
2. Letter of interest addressing the skills and qualifications as outlined in the posting.
3. Three employment references which includes your two most recent supervisors and one peer.
4. [Applicant Profile Data Sheet \(voluntary\)](#).

Electronic application packets are preferred. Individuals, who are not able to submit electronically, may submit a hard copy to:

Lynda Henry

Human Resource Consultant/Recruiter
Washington Military Department
State HRO, Bldg #33
Camp Murray
Tacoma, WA 98430-5006
Voice/Message (253) 512-7942

The Washington Military Department is an equal opportunity employer. Persons of disability needing accommodation in the application process, or those needing this announcement in an alternative format, may call Jennifer Connely at (253) 512-7522 or Telecommunications Device for the Deaf (253) 512-7298.